

- Conduct phone follow up with clients, as necessary, and according to medical policy and procedure.
 - Meet with the Nurse Manager (at least monthly) for ongoing clinical supervision and guidance.
2. Medical Services/Operations:
- Ensure accurate implementation of MDs orders, under the supervision of the Nurse Manager.
 - Audit client records under the supervision and training from the Nurse Manager.
 - Ensure proper implementation of Hope Rising medical policy and procedures, including compliance with OSHA, CLIA, privacy practices, and infection control.
 - Ensure medical equipment is properly operated and maintained.
 - Conduct regular medical supply inventory, submit Purchase Orders to the Nurse Manager, and ensure clinic is properly stocked.
 - Ensure proper disinfection of medical equipment and the exam room.
3. Pregnancy Testing:
- Perform pregnancy tests.
 - Make new charts as needed.
 - Maintain necessary paperwork for medical clients.
4. Emergencies:
- Follow Medical Policy & Procedure guidelines for responding to emergencies and unusual ultrasound findings.
5. Continuing Education:
- Maintain active nursing license.
 - Maintain CPR certification.
 - Obtain and maintain additional certifications as required by Hope Rising (e.g. limited obstetrical ultrasound examinations).

Specific Responsibilities for Ultra sonographer during COVID-19 Pandemic:

- Work with Medical Team to screen all clients before entering building.
- Work with Medical Team to properly sanitize all surfaces in the building that may have been touched and contaminated.
- Work with Nurse Manager to identify and remove all unnecessary “clutter” in the clinic in an effort to protect against COVID-19.
- Work with Nurse Manager to do Telehealth health assessments for all abortion minded and abortion vulnerable clients before they come to clinic for ultrasound.
- Work with Nurse Manager to keep and maintain disinfection and temp logs in an attempt to protect against COVID-19.

Required Skills/Abilities:

- Must have highly developed interpersonal skills; ability to meet people with ease; ability to communicate the written and spoken word with tact and diplomacy; good organizational skills, well-disciplined, able to meet deadlines, self-starter, able to work under pressure; ability to work well effectively with others.
- Ability to read, analyze, medical reports, and legal documents.
- Ability to use a computer and associated software with little or no assistance.
- Must be proficient in Microsoft Office Suite.

Education and Experience:

- Hold a current Ohio License in good standing as a registered nurse. Preference given to a trained sonographer to perform limited ultrasound scans, or a sonographer, certified in OB scanning, and approved by the Medical Director.

Physical Requirements:

- Must be able to lift up to 15 pounds at times
- The noise level in the work environment is low – moderate. While fulfilling the responsibilities of this position, the employee is required to sit, stand and/or walk. Specific vision abilities required by the position include close vision, color vision, peripheral vision and ability to adjust focus

The Nurse Sonographer shall receive at least one annual evaluation by the Nurse Manager.